

## PDF Documentation

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### What Becomes a PDF & Why

The following information explains what should be in PDF format on your new website and the reason behind creating it as a PDF:

- Information that does not change often or at all should be made into a PDF. By creating a PDF, this gives you less maintenance on your new website.
- Information that is long and needs to stay together should be made into a PDF. The content is converted to a PDF to avoid having long pages and the chance of it being misinterpreted if it is broken up into several webpages.
- Something that people might want to print off and write on should be made into a PDF.
- Long pages and information not accessed frequently can easily be converted to a PDF. The content is converted to a PDF to avoid having long pages.
- Lengthy sections of text such as histories or instructions are better suited in a PDF. This way the reader may access it easily if that is the information they're after.

Examples of items that are should be PDF documents:

- Agendas and minutes
- Budget documents
- By-laws
- Charters
- Code of Ordinances, if not using an online service
- Fees / schedules
- Histories
- Legal information that people will want to print out and read or save and read
- Lists (i.e., checklists, donation lists, tips, etc.)
- Job descriptions
- Maps
- Newsletters
- Policies / procedures
- Reports
- Rules and regulations
- Technical information